

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Hiring Manager's Name]
[Company's Name]
[Company's Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],
I am writing to express my interest in the [Job Title] position listed at [Where You Found the Job Posting]. With a background in [Your Field/Industry] and [Number] years of experience in [Relevant Skills/Job Responsibilities], I am excited about the opportunity to contribute to [Company's Name].

In my previous role at [Your Previous Company], I successfully [Describe a relevant achievement or responsibility that showcases your skills]. This experience has equipped me with a strong foundation in [Relevant Skills or Knowledge Related to the Position].

I am particularly drawn to this position at [Company's Name] because [State what attracts you to the company or the role]. I admire [Company's Value or Achievement] and believe my background in [Your Area of Expertise] will allow me to make a meaningful impact on your team.

I look forward to the opportunity to discuss how my skills and experiences align with the needs of your team. Thank you for considering my application.

Sincerely,
[Your Name]